

BEYOND THE BASICS

MARAC

SPRING MEETING 2002

TOWSON, MARYLAND

SHERATON BALTIMORE NORTH HOTEL

APRIL 18-20, 2002



Welcome!

The members of the Towson Program and Local Arrangements committees welcome you to the county seat of Baltimore County, Maryland, on April 18-20, 2002. Our program theme, "Beyond the Basics," came about as a result of the session on archival continuing education held at the Hauppauge meeting in the Fall of 1999. Many of the attendees were mid-level archivists who expressed concern that they needed additional training opportunities that went beyond the basic skills required by archivists. They needed to deal with issues of preservation, providing access, becoming effective managers, and dealing with unique collections. We hope that this conference will meet the demands of these mid-level archivists, but also provide ideas for newer archivists as well as MARAC members with years of experience.

Sessions are grouped into four tracks: preservation, access, management, and special focus. (See the inside back cover of this program.) Conference attendees may follow all the sessions in one track or switch between tracks. Topics covered include looking at permanence in archives, creating exhibits using archival collections, knowledge management (KM), sports archives in Baltimore, issues facing small repositories, and creating and serving digital collections to users.

The plenary session features a panel discussion of the documentary film project at Sheppard Pratt Hospital in Towson, Maryland. Sheppard Pratt was founded in 1891 by Moses Sheppard and Enoch Pratt for the humane treatment of the mentally ill. The project focused on the hospital's architecture and its pioneering homelike setting, which influenced the design of subsequent similar institutions, and involved interviews with a variety of people, including hospital staff. The panel consists of Carol Allen, president of Historic Towson, Inc.; Elizabeth C. Wiggins, project research director; and W. Byron Forbush, chairman of the board at Sheppard Pratt, who has written a history of the hospital. The plenary will include a special showing of the documentary's promo.

The luncheon speaker will be William Noel, curator of manuscripts at the Walters Art Museum. Dr. Noel will discuss the Archimedes Palimpsest, the oldest surviving manuscript containing the work of the noted scientist and mathematician. Dr. Noel will discuss work being done to preserve it for the future and to make the Archimedes text legible for scholars from around the world.

The reception will be held at the Maryland Historical Society, where visitors will be able to tour galleries documenting the history of Maryland. On view is "What's it to You?: Black History is American History," which features Marylandiana in photographs, furniture, paintings, sculpture, and video dating from the late 1600s to 2000. "An Extraordinary, Ordinary Life: the Life and Times of Miss Treva K. Walkling," also on view in the galleries, explores the life of "Miss Treva," a working woman who embodies the spirit of twentieth-century Baltimore. View objects and photographs that bring to life her 47-year career as a waitress and her love of travel, horse racing, and dogs.

The Local Arrangements Committee has arranged tours of Baltimore's Inner Harbor and the Mount Vernon district, baseball sites in Baltimore, and historic East Towson, the Hampton Mansion, and Goucher College in Towson. So, welcome to Towson! Visit the historic post office and see the WPA mural that graces its walls. Walk around the downtown and see its quaint shops and restaurants. Visit Towson University and Goucher College, both nearby. Come learn about Towson and go with us "Beyond the Basics."

Margaret N. Burri
Mary K. Mannix
Co-chairs, Local Arrangements Committee

Danna Bell-Russel
Susan McElrath
Co-chairs, Program Committee

Local Arrangements Committee

Co-Chairs

Margaret N. Burri, *The Johns Hopkins University*
Mary K. Mannix, *Frederick County Public Libraries*

Beth Alvarez, *University of Maryland*
Jim Cassedy, *NARA*
Merisue D'Achille, *NARA*
Mary Louise de Sarran, *Maryland Historical Trust*
Robin E. Emrich, *Columbia Archives*
Karen J. Fishman, *Architect of the Capitol*
Rebecca Fitzgerald, *Mt. St. Mary's College Archives*
Susan Francis-Haughton, *NARA*
Katy Hayes, *American Institute of Physics*
Thomas L. Hollowak, *University of Baltimore*
Jennie Levine, *University of Maryland*
Lisa C. Mangiafico, *Soroptimist International of the Americas*
Doug McElrath, *University of Maryland*
Joy Weiner, *Archives of American Art, Smithsonian Institution*
Jason Weishaupt, *Goodwill Industries International*
John Woods, *John A. Woods Appraisers*
Student Archivists at Maryland, *College of Information Studies, University of Maryland*

Program Committee

Co-Chairs

Danna Bell-Russel, *Library of Congress*
Susan McElrath, *National Anthropological Archives, Smithsonian Institution*

Yvonne Carignan, *University of Maryland*
Tom Connors, *University of Maryland*
Tom Eisinger, *Governmental Affairs Committee, U.S. Senate*
William Grover, *NARA*
Alan Haeberle, *Office of Senator Orrin Hatch, U.S. Senate*
Faye Haskins, *Washingtoniana Division, District of Columbia Public Library*
Kristine Kaske, *Archives Division, National Air and Space Museum*
Bruce Kirby, *Library of Congress*
Susan Koutsky, *University of Maryland*
Heather Moore, *Senate Historical Office, U.S. Senate*
Kathleen Stewart, *Library of Virginia*
Jim Stimpert, *The Johns Hopkins University*
Robin Van Fleet, *Legislative Research Center, Office of the Clerk, U.S. House of Representatives*
David Vecchioli, *National Park Service*

Program Editor

L. Rebecca Johnson Melvin, *University of Delaware Library*

SCHEDULE-AT-A-GLANCE

WEDNESDAY, April 17

6:00 pm – 8:00 pm *Earlybird Registration*

THURSDAY, April 18

8:00 am – 6:00 pm *Registration*
9:00 am – 4:00 pm **W1–W3**—Workshops
10:00 am – 10:30 am *Beverage Break*
10:00 am – 11:30 am **T1**—Historic East Towson
Walking Tour
11:30 am – 3:00 pm **T2**—Baltimore Baseball Tour
2:00 pm – 5:00 pm *Committee Meetings*
2:30 pm – 3:00 pm *Refreshment Break*
2:30 pm – 4:30 pm **T3**—Hampton Mansion Tour
5:30 pm – 8:30 pm *Steering Committee Meeting and Dinner*
8:00 pm – 11:00 pm . . *Open House and Hospitality Suite*

FRIDAY, April 19

7:30 am – 6:00 pm *Registration*
8:00 am – 5:00 pm *Exhibitors*
8:00 am – 8:30 am *New Member Orientation*
8:00 am – 8:45 am *Continental Breakfast*
8:30 am – 9:15 am *State Caucus Meetings*
9:30 am – 10:30 am *Welcome and Plenary Session*
10:30 am – 10:45 am *Beverage Break*
10:45 am – 12:15 pm **S1–S5**—Concurrent Sessions
12:30 pm – 1:45 pm *Luncheon Program*
2:00 pm – 3:30 pm **S6–S10**—Concurrent Sessions
3:30 pm – 3:45 pm *Refreshment Break*
3:45 pm – 5:15 pm **S11–S15**—Concurrent Sessions
4:00 pm – 5:00 pm **T4**—Goucher College Special
Collections Tour
6:00 pm – 8:00 pm *Reception at Maryland Historical Society*
8:00 pm – 9:00 pm . . **T5**—Baltimore by Moonlight Bus Tour
9:00 pm – 11:00 pm *Hospitality Suite*
11:00 pm *Last bus returns to Towson*

SATURDAY, April 20

7:30 am – 1:00 pm *Registration*
8:00 am – 9:30 am *Breakfast Business Meeting*
9:45 am – 11:15 am **S16–S18**—Concurrent Sessions
10:00 am – 11:00 am **T6**—Goucher College Special
Collections Tour
11:15 am – 11:30 am *Beverage Break*
11:30 am – 1:00 pm **S19–S21**—Concurrent Sessions
1:30 pm – 3:00 pm **T7**—Historic Mount Vernon
Walking Tour

About the Cover

The Maryland Cadets' Quick Step. Composed and arranged for the Piano Forte by A.F. Knight. Military and patriotic figures surround Baltimore's Battle Monument, erected to commemorate the War of 1812. Courtesy The Lester S. Levy Sheet Music Collection, Special Collections and Archives, The Johns Hopkins University.

Conference Overview and Special Events



WEDNESDAY, APRIL 17

6:00 pm–8:00 pmEarlybird Registration

THURSDAY, APRIL 18

8:00 am–6:00 pmRegistration

9:00 am–4:00 pmW1–W3 Workshops
See page 8

10:00 am–10:30 amBeverage Break

10:00 am–11:30 amT1 Historic East Towson Walking Tour
See page 6

11:30 am–3:00 pmT2 Baltimore Baseball Tour
See page 6

2:00 pm–5:00 pmCommittee Meetings

All committee chairs should contact their members prior to the Towson meeting to verify meeting times and prepare agendas. A listing here does not necessarily mean that the committee will meet in Towson. Some starting times for meetings are provided below.

Arline Custer Award Committee

Development Committee

Education Committee (3:00 pm)

Finance Committee (4:30 pm)

Finding Aids Committee (4:00 pm)

Meetings Coordinating Committee (2:00 pm)

Membership Development Committee (4:00 pm)

Nominating Committee

Outreach Committee (4:00 pm)

Publications Committee (3:00 pm)

Program and Local Arrangements committees for Fall 2002

Program and Local Arrangements committees for Spring 2003



CONFERENCE OVERVIEW—THURSDAY, APRIL 18

3

- 2:30 pm–4:30 pmT3 Hampton Mansion Tour (Towson)
See page 6
- 5:30 pm–8:30 pmSteering Committee Meeting and Dinner
- 8:00 pm–11:00 pmOpen House and Hospitality Suite

FRIDAY, APRIL 19

- 7:30 am–6:00 pmRegistration
- 8:00 am– 5:00 pmExhibitors
- 8:00 am–8:30 amNew Member Orientation
- 8:00 am–8:45 amContinental Breakfast
- 8:30 am–9:15 amState Caucus Meetings
(The Maryland Caucus will not be meeting.)
- 9:30 am–10:30 amWelcome and Plenary Session

The Building of a Sanctuary

Carol Allen, president of Historic Towson, Inc., will lead a panel discussion of the documentary film project at Sheppard Pratt Hospital in Towson, Maryland. Sheppard Pratt was founded in 1891 by Moses Sheppard and Enoch Pratt for the humane treatment of the mentally ill. The project focused on the hospital's architecture and its pioneering homelike setting, which influenced the design of subsequent similar institutions, and involved interviews with a variety of people, including hospital staff. In addition to Ms. Allen, the panel consists of Elizabeth C. Wiggins, project research director, who developed the interview questions and worked extensively in the hospital's archives, and W. Byron Forbush, chairman of the board at Sheppard Pratt, who has written a history of the hospital. The plenary will include a special showing of the documentary's promo.

- 10:30 am–10:45 amBeverage Break
- 10:45 am–12:15 pmS1–S5 Concurrent Sessions
See pages 9–10
- 12:30 pm–1:45 pmLuncheon Program

Rediscovering the Archimedes Palimpsest

The luncheon speaker will be William Noel, curator of manuscripts at the Walters Art Museum in Baltimore. Dr. Noel will discuss the Archimedes Palimpsest, the oldest surviving manuscript containing the work of the noted scientist and mathematician. The palimpsest contains Greek transcriptions of



Archimedes's treatises, including the only version of "Method of Mechanical Theorems" from the first half of the eleventh century. The parchment on which Archimedes's treatises were transcribed was scraped and reused for a Christian prayer book in the twelfth century. Through advanced imaging techniques such as multi-spectral imaging, it is possible to read the original text. Dr. Noel will discuss the conservation and imaging work being done on this important document and its importance in establishing a new critical edition of Archimedes's work.

2:00 pm–3:30 pmS6–S10 Concurrent Sessions
See pages 10–12

3:30 pm–3:45 pmRefreshment Break

3:45 pm–5:15 pmS11–S15 Concurrent Sessions
See pages 12–13

4:00 pm–5:00 pmT4 Goucher College Special Collections Tour (Towson)
See page 7

6:00 pm–8:00 pmReception at the Maryland Historical Society (Baltimore)

Buses will depart from the Sheraton's courtyard entrance for the Maryland Historical Society beginning at 5:30 pm and will continue until 7:30 pm. Buses will begin returning from the reception at 7:00 pm. A late bus will return to Towson for those who wish to stay in Baltimore for dinner. Information about parking in Baltimore will be supplied for those who wish to use private transportation.

Located in Mount Vernon, the cultural heart of Baltimore, the Maryland Historical Society (MHS) is Maryland's oldest collecting institution. Today the Society administers an active museum, library, and press, which publishes *Maryland Historical Magazine*, among other titles <http://www.mdhs.org>. At the turn of the twenty-first century, the Society has new vitality as major acquisitions have been absorbed and nearby property acquired. MHS has undergone a series of renovations, including development of a modern exhibit space in a former Greyhound bus station. MARAC is grateful to the Maryland Historical Society for donating the reception space and contributing funds to the reception.

A diverse selection of fine restaurants is within walking distance of the Society, as is Baltimore's Inner Harbor. Buses will be returning to Towson later in the evening for those who want to spend time in Baltimore. Further information about the Mount Vernon Cultural District can be found at <http://www.mvcd.org>. Information about Mount Vernon's restaurants can be accessed at http://www.markpoint.com/Food/Mount_Vernon/mount_vernon.html.

8:00 pm–9:00 pmT5 Baltimore by Moonlight Bus Tour
See page 7

9:00 pm–11:00 pmHospitality Suite

11:00 pmLast bus returns to Towson

SATURDAY, APRIL 20

7:30 am–1:00 pmRegistration

8:00 am–9:30 amBreakfast Business Meeting

The Business Meeting will include presentation of the 2001 Finding Aids Awards. These awards “recognize outstanding achievement in the preparation of finding aids by institutions within the MARAC region or by MARAC members and ... promote improvements in this area of archival work by drawing attention to characteristics of successful finding aids.” In Spring 1998, the first place prize was named the Fredric M. Miller Finding Aid Award to honor the memory of Fred Miller, archivist and author, who died earlier that year. The winning finding aids for 2001 will be on display throughout the conference. Take a look!

9:45 am–11:15 amS16–S18 Concurrent Sessions
See pages 13–14

10:00 am–11:00 amT6 Goucher College Special Collections Tour (Towson)
See page 7

11:15 am–11:30 amBeverage Break

11:30 am–1:00 pmS19–S21 Concurrent Sessions
See pages 14–15

1:30 pm–3:00 pmT7 Historic Mount Vernon Walking Tour (Baltimore)
See page 7



For online program information, visit:

<http://www.marac.info/spring2002a.htm>



THURSDAY, APRIL 18

T1 Historic East Towson Walking Tour

10:00 am–11:30 am

Fee: \$10.00

Join us for an exciting tour of historic East Towson, an African American enclave, for a peek into the local landscape, structures, and folklore. Generations of families still reside in the once-thriving black community. Tour leader Philip J. Merrill is the founder of Nanny Jack & Co., Inc., “an organization devoted to discovering and appreciating African American history and culture through collecting, researching, interpreting and preserving black memorabilia.” Nanny Jack’s services include tours, exhibits, research, appraisals, and artifact rental to film companies. <http://www.nannyjack.com> Merrill is author of the photohistory *Baltimore*, the first monograph in Arcadia Publishing’s Black America Series, and *The Art of Collecting Black Memorabilia*. He is frequently a guest appraiser on *Antiques Roadshow*. We will meet in front of the Towson Barnes & Noble (1 East Joppa Road), approximately one third of a mile south of the Sheraton. This is a wonderful opportunity to become immersed in the history of a part of Towson that is often overlooked by visitors and to meet one of Maryland’s most interesting historians. *This is a walking tour; please wear comfortable shoes.*

T2 Baltimore Baseball Tour

(Oriole Park at Camden Yards and Babe Ruth Birthplace and Museum)

11:30 am–3:00 pm

Fee: \$5.00 (Minimum attendance required for Oriole Park; must arrange own transportation.)

Our first stop will be Oriole Park at Camden Yards <http://orioles.mlb.com> for a tour that starts promptly at 11:30 am. This landmark structure will be of interest to baseball fans and architectural aficionados. This unique facility, which opened in 1992, is a baseball-only stadium. One of its several unique features is its adap-

tive reuse of a portion of a railroad yard. After spending nearly an hour and a half at Oriole Park, we will proceed to the Babe Ruth Birthplace and Museum <http://www.baberuthmuseum.com>, a mere three blocks away. This museum is housed in a brick rowhouse, a structure highly characteristic of Baltimore architecture. This rowhouse is the birthplace of Babe Ruth. The organization not only documents the career and life of Ruth, but also serves as the museum for the Baltimore Orioles. The holdings encompass a diverse collection of baseball and ballpark objects, fine art, and printed ephemera. Our host for the tour is Greg Schwalenberg, curator and registrar of the museum, who also will be speaking in S14. Between tours there may be time for a quick bite to eat, or may we recommend a late lunch at the Inner Harbor? Transportation is on your own. Directions, meeting details, and parking information will be provided. If you need help with transportation please contact Mary Mannix at mm0028@mail.pratt.lib.md.us.

T3 Hampton Mansion Tour (Towson)

2:30 pm–4:30 pm

Fee: \$5.00 (Must arrange own transportation.)

Tour the house and farm of Hampton Mansion, a National Historic Site administered by the National Park Service. Built between 1783 and 1790 by Captain Charles Ridgely, this thirty-three room example of Georgian architecture was once the largest house in Maryland. The estate once encompassed approximately 25,000 acres; Hampton was a nearly self-sufficient community of agriculture and industry. The Mansion remained in the Ridgely family until the mid-twentieth century. Extensive archival records and personal papers, along with thousands of photographs, and a large assortment of family artifacts have guided the interpretation of the Mansion. It is a beautiful building with a story to tell that crosses generations, social strata, and race. A well-respected oral history project is documenting the African American community of the estate

(which Lynne Dakin Hastings will describe in **S15**). Architecturally, the building is unique for the prominence of its cupola and its exterior use of stucco. The preservation of the house played a role in the development of the organization that would become the National Trust for Historic Preservation. Transportation is on your own. Directions will be provided. If you need help with transportation please contact Mary Mannix at mm0028@mail.pratt.lib.md.us.

FRIDAY, APRIL 19

T4 Goucher College Special Collections Tour

4:00 pm–5:00 pm

Fee: None (space limited)

Take a behind-the-scenes tour of Goucher College's department of special collections, archives, and preservation <http://www.goucher.edu/library/sc&a.htm>. The college campus is nearly adjacent to the Sheraton. Founded in 1886 as the Women's College of Baltimore, Goucher moved to Towson in the 1960s. Late-twentieth-century buildings now highlight the pastoral setting of Goucher's Towson campus. Now co-educational, Goucher College was once one of Maryland's most outstanding women's colleges with a stellar group of women faculty and alumnae. Sarah Hardt Mencken, wife of Baltimore iconoclast H.L. Mencken, taught at Goucher. Her papers are housed in the Archives. Goucher's program in architectural historic preservation has a national reputation. Situated in the Julia Rogers Library, the special collections department houses rare book collections relating to Jane Austen, Mark Twain, H.L. Mencken, and the history of costume. They also own a growing collection of political memorabilia. Special collections librarian Sydney Roby will host two tours: one on Friday afternoon and another on Saturday morning. Goucher is a pleasant stroll from the Sheraton, but if you need assistance in getting there please contact Mary Mannix mm0028@mail.pratt.lib.md.us. Limited to 10 people.

T5 Baltimore By Moonlight Bus Tour

8:00 pm–9:00 pm

Fee: \$5.00 per person (Minimum attendance required; space limited to 42.)

And now for something completely different: here's your chance to discover the many charms of Charm City and it will take only an hour of your time! Join city

historian, veteran tour leader, and long-time friend of MARAC, Dean Krimmel, for an insider's look at Baltimore's Inner Harbor and surrounding neighborhoods, from local landmarks to quirky customs. It will be, we promise you, a fascinating and utterly memorable ride. This one-hour tour should still leave time for dinner in Baltimore before the final bus returns to Towson at 11:00 pm. The tour will depart from the Maryland Historical Society at 8:00 pm. Krimmel, who is also speaking in **S4**, is the museum director and historian of the University of Maryland School of Nursing Museum <http://nursing.umaryland.edu/museum.htm>. You thought you knew Baltimore, we will prove you wrong!

SATURDAY, APRIL 20

T6 Goucher College Special Collections Tour

10:00 am–11:00 am

Fee: None (space limited)

See description for **T4**. Limited to 10 people.

T7 Historic Mount Vernon Walking Tour (Baltimore)

1:30 pm–3:00 pm

Fee: \$10.00 per person (Must arrange own transportation.)

Join us for an African American history tour in the historic Mount Vernon Cultural District. In 1860, Mount Vernon was home to the largest combined slave and free African American population of any ward in the city. Learn about the churches in Mount Vernon that ministered to the African American population in the neighborhood, and capture the stories of both affluent and enslaved African Americans in Mount Vernon. Tour leader Philip J. Merrill is the founder of Nanny Jack & Co., Inc. (see description in **T1**). This tour is a nice complement to the time spent in Mount Vernon at the Maryland Historical Society reception. As you leave Towson and head for home, stop in Baltimore, take in the tour, visit the Pratt Library, and then spend a leisurely afternoon downtown. Transportation is on your own. Directions will be provided. We will meet in front of Baltimore's Enoch Pratt Free Library (400 Cathedral St. in the Mount Vernon Cultural District). If you are interested in attending and do not have your own transportation, please contact Mary Mannix at mm0028@mail.pratt.lib.md.us. *This is a walking tour; please wear comfortable shoes.*

Workshops



THURSDAY, APRIL 18

W1 First Class Exhibits on a Fourth Class Budget: Producing Professional Displays with Limited Resources

9:00 am–4:00 pm

Fee: \$70.00

In this full-day workshop, participants will practice simple yet efficient techniques for designing, creating, and implementing professional-looking exhibits on a limited budget. Participants will learn many skills for mounting successful exhibits, including how to write, create, and mount effective exhibit labels; how to create easy, inexpensive exhibit components; and how to create facsimiles. Attendees will also become familiar with basic exhibition materials and supplies, and they will learn how to use standard office supplies and resources to manufacture creative, attractive displays. This workshop features hands-on activities in which participants not only get to apply what is being taught, but have fun in the process.

Instructor:

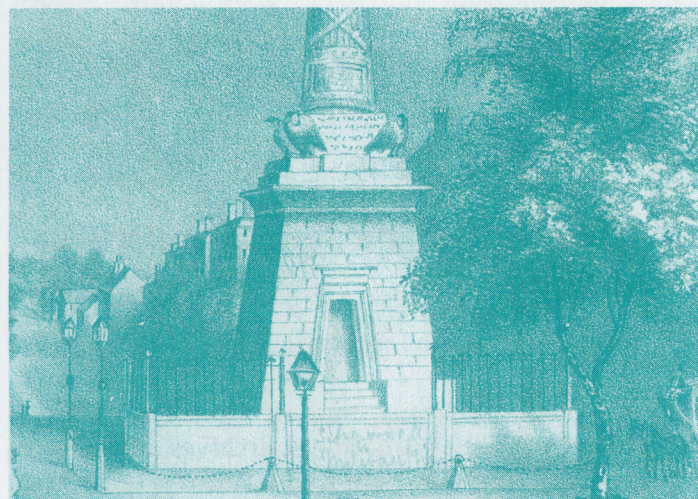
Laura Baxley, *Assistant Keeper, North Carolina Collection Gallery, University of North Carolina at Chapel Hill*

W2 Strategies for Managing Archives and Records on Web Sites

9:00 am–4:00 pm

Fee: \$65.00

As government agencies, businesses, and other institutions deliver increasing quantities of information via the World Wide Web, they are faced with the challenge of identifying, managing, and fostering effective maintenance and use of the records created electronically and made available on Web sites. Meeting the records management implications of this trend and dealing with the attendant archival issues presents a particular set of problems. This full-day workshop will cover the role of archivists and records managers in confronting these issues. It will include coverage of the Internet as a records-transmitting system, the nature and concept of official records on Web sites, strategies for archival and records management involvement, and specific strate-



gies for managing records on Web sites and preserving Web-based information of enduring value. When presented last year at the University of Maryland, this workshop received high marks for both its vision and applicability.

Instructor:

Tom Ruller, *Division of Information Technology Services, New York State Education Department*

W3 Doing Oral History

9:00 am–4:00 pm

Fee: \$60.00

This full-day workshop will cover the range of activities involved in conducting oral history interviews and developing repository-based oral history projects. The instructors will discuss oral history as a research methodology, choosing interviewees, preparing for and conducting interviews, recording options (including digital video and/or audio applications), transcribing interviews, legal and ethical issues affecting oral history, and financial considerations in developing oral history projects. The instructors, Don and Anne Ritchie, are recognized leaders in the field of oral history. For those looking for a great introduction to oral history and more, this workshop is a must.

Instructors:

Donald Ritchie, *Senate Historical Office, U.S. Senate*
Anne Ritchie, *Gallery Archives, National Gallery of Art*

Sessions



FRIDAY APRIL 19

10:45 am–12:15 pm

S1 Permanence Revisited

Archivists and librarians have long struggled with the problem of permanence. Thinking about permanence requires consideration of what we value in archival collections and why. When do we value the original documentary object? When do we value only the information it contains? When original materials are at risk of damage, custodians must weigh a range of options, including conservation treatment, rehousing, copying, replacement, and reformatting. Recently, the essayist and novelist Nicholson Baker has challenged archival thinking and practice, offering a particular indictment of preservation microfilming and other reformatting technologies. At the heart of the controversy is the notion of permanence. In this session, James O'Toole will revisit his Winter 1989 *American Archivist* essay, "On the Idea of Permanence," in which he considered how archivists have understood the concept over time. Walter Cybulski will discuss some of the challenges in providing extended-term access to the printed record, with an emphasis on newspaper preservation microfilm. Both speakers will consider the value of book and paper artifacts in an era dominated by the demand for electronic access.

Moderator:

Charles Kolb, *Senior Program Officer, Division of Preservation and Access, National Endowment for the Humanities*

Speakers:

James O'Toole, *Associate Professor, History Department, Boston College*

Walter Cybulski, *Head, Quality Assurance Unit, Preservation and Collection Management Section, National Library of Medicine*

S2 Follow the Digital Road

More repositories are acquiring the means to provide digital surrogates of images to publishers and other image users. Publishers may prefer digital images because there is not as much loss in quality, and they would be scanning copy prints anyway. With flatbed scanners widely available, high quality scanned images are possible at reasonable cost. But are perils involved in providing digital copies—perils that are not present when traditional paper prints are supplied? How can a repository safeguard its ownership or copyright interests while distributing images that can be modified with no overt trace of change? This session will address some of the issues involved in creating and delivering digital images, and will also consider the current state of, and future prospects for, "digital preservation."

Chair/Commentator:

Laurie Baty, *United States Holocaust Memorial Museum*

Speakers:

Greg LePore, *Maryland State Archives*, "Digital Delivery Pros and Cons: How Big is that File?"

Susette Newberry, *Division of Rare and Manuscript Collections, Cornell University Library*, "Scanning Horizons: Developing Policies and Standards for Digital Reproductions"

S3 TEAMS Approach to Management

Most of us have played on teams: baseball, soccer, volleyball, football, etc. How many of you have worked on one? In this session you will learn how Team Management in Archives works. Archivists from university, museum, and government repositories will discuss how team management has functioned in their shops and its pros and cons.

Moderator:

Bruce Wilson, *Performing Arts Library, University of Maryland*

Speakers:

Tom Soapes, *Chair, Archives Division, National Air and Space Museum*

Desider Viktor, *University of Maryland Libraries*
Wilda Willis, *NARA*

S4 Showing Your Stuff: Lessons in Successful Exhibit Planning for Archivists

Archivists are increasingly being asked to mount successful exhibits highlighting resources from their archival collections, either alone or with professional exhibit designers, museum professionals, or historians. Most archivists have little or no professional training in the art of exhibit design but learn on the job. Speakers at this session will share their experiences, knowledge, and enthusiasm for planning successful exhibits at both small and large institutions. Learn how exhibits can teach new history, challenge old history, excite, and introduce your audience to hidden treasures in your archival collections. A Smithsonian museum professional will share insights into how to exhibit materials that present controversial or politically sensitive topics,



and what to anticipate from the public and stakeholders when you do. Another museum professional will provide guidelines for selection, visual design, textual choice, research and other essential skills in preparing a successful exhibit. And a prints and photographs archivist in a small repository with limited resources will share her enthusiasm for exhibits because they allow her to teach important history, foster community outreach, and display her treasures.

Chair:

Sheila K. O'Neill, *Head, Department of Special Collections, California State University, Sacramento*

Speakers:

Donna Wells, *Moorland-Spingarn Research Center, Howard University*, "On the Inside Looking Out: Alternative Ways to Display and Exhibit"

Dean Krimmel, *Museum Director, University of Maryland School of Nursing Museum*, "What's the Big Idea?: Some Tips for Developing Effective and Engaging Exhibitions"

Peter Lieboldz, *National Museum of American History*, "Public History under Scrutiny"

S5 Electronic Reference: the Next Generation

By now, many archivists are accustomed to "basic" electronic reference, and regularly respond to questions received via fax or e-mail. They are probably less familiar with the increasingly powerful Web-based virtual reference applications that are being developed and implemented in a wide variety of repositories. This session will feature speakers who are eminently qualified to discuss these new tools for the benefit of interested MARAC conferees. Steve Coffman will speak about LSSI's Virtual Reference Desk software. Margaret Turqman will discuss her research on testing virtual reference software among business school students at the University of Maryland and other campus virtual reference projects that she is monitoring. Linda White will discuss her experiences as a virtual reference librarian.

Moderator:

Joan Stahl, *Image and Electronic Resources Administrator, Research and Scholars Center, American Art Museum, Smithsonian Institution*

Speakers:

Steve Coffman, *Library Systems and Services, L.L.C. (LSSI)*

Margaret Turqman, *Doctoral Student, College of Information Studies, University of Maryland*

Linda White, *Digital Project Coordinator, Public Service Collections, Library of Congress*

FRIDAY, APRIL 19

2:00 pm–3:30 pm

S6 Spread the Word! Promoting Preservation in the Archives

How do you teach staff the importance of keeping food and drink away from archival collections? How do you educate your users in safe handling of the materials? How do you make administrators aware of the importance of supporting a good environment for the survival of the collections? A librarian who deals with rare books will describe how she educates her researchers in safe handling practices. A representative from the Library of Congress will talk about that institution's public preservation programs. Finally, a preservation professional will suggest ways to encourage staff to implement preservation procedures and administrators to fund

preservation activities. The three speakers will offer tips on training, promoting, and communicating the importance of preserving archival collections.

Moderator:

Patricia Palmer Salinger, *Head, Preservation Services, Virginia Commonwealth University*

Speakers:

Amparo deTorres, *Special Projects Officer, Library of Congress*, "The Preservation Awareness Workshop at the Library of Congress"

Charlotte Tancin, *Librarian, Hunt Institute for Botanical Documentation, Carnegie Mellon University*, "Sharing the Vision: Giving Collection Users a Preservation Perspective"

Karen Sinkule, *Coordinator, Microfilming and Audiovisual Preservation Programs, National Library of Medicine*, "The Art of Subtle Persuasion: Promoting Preservation within Your Institution"

S7 High Impact: Archival Users Making Waves, Causing Change

Archival collections have great potential to provide "evidence" that cannot be found anywhere else. Researchers use archival collections not only to answer questions, but also to affect change, often promoting increased social awareness and mending past injustices. Archivists can and do play crucial roles in this process. In this session, two speakers will discuss their experiences conducting research in archival repositories and their efforts to bring greater attention to issues of social and cultural importance. Topics include the eugenics movement and its impact on the people of the state of Virginia, and the importance—and overlapping impact—of the research of both a historian and a newspaper writer on this issue.

Chair:

Joan Echtenkamp Klein, *University of Virginia Health System Library*

Speakers:

Paul Lombardo, *Center for Biomedical Ethics, University of Virginia*, "The Professorate and the Press: from

Archives to Headlines"

Peter Hardin, *Richmond Times-Dispatch*, "A Reporter's View: New Scoops from Old Documents"

S8 Archival Declassification Review and Redaction System

This session will focus on NARA's new Archival Declassification Review and Redaction System (ADRRES), which allows staff to scan documents and then conduct online declassification review under provisions of the Freedom of Information Act. When information must be withheld under FOIA, ADRRES allows staff to redact the restricted information from a copy of the scanned image; the system then annotates the copy to indicate why information was withheld. Working with a vendor, NARA staff designed ADRRES to track researcher requests for classified documents submitted for declassification under FOIA. NARA staff conduct all access reviews. Panelists will discuss a variety of project issues, including working with a vendor, developing a budget, and testing and implementation of the system.

Chair:

Mary Ronan, *IRS*

Speakers:


Jay Eigenbrode, *ADRRES Project Manager, NARA*
Steve Tilley, *Chief of the Special Access/FOIA Staff, NARA*
Elizabeth Lockwood and/or David Paynter, *Special Access/FOIA Staff, NARA*

S9 Small Repositories: Projects, Challenges, and Achievements

What are the challenges and unique opportunities afforded archivists working in small repositories? This session will focus on issues affecting those working as "lone arrangers" or in small repositories where they may be the sole professionals. The speakers will discuss managing vertical files, sustaining an oral history project, and meeting the needs of an association while also showing the importance of the archives.

Moderator:

Jason Weishaupt, *Goodwill Industries International*

 When you pack your bags,
don't forget to include this copy of the program, as it will be the
only publication you receive that describes the sessions!

Speakers:

Sara Stone, *National Park Service*, "Vertical Files"
 Marilyn Drews, *National Association of Convenience Stores*, "Developing and Implementing an Ongoing Oral History Project: a Case Study"
 Cynthia Kahn, *Association of American Medical Colleges*, "The Value of a Small Repository in an Association Setting"

S10 Ins and Outs of Consulting

Attendees will gain information about consulting from a variety of perspectives. This will help participants learn what is involved in setting up a consulting business or assist archivists looking to hire consultants for use in their repositories.

Chair:

Brian Keough, *Head, M.E. Grenander Department of Special Collections and Archives, University at Albany, SUNY*

Speakers:

Kim Dixon, *Archivist, History Associates Incorporated*
 Paul Theerman, *Head of Special Collections, National Library of Medicine*
 Peter Kurilecz, *CRM, CA*

FRIDAY, APRIL 19

3:45 pm–5:15 pm

S11 Mass Deacidification and Paper Splitting: Extending the Life of Archival Collections

Most paper in archives and manuscript collections contains acid, especially if it was manufactured before the 1980s from wood pulp. Acid in paper reacts with environmental forces to weaken paper and eventually turn it brittle, a condition that is irreversible. However, there are several technologies today that institutions have used to prolong the life of paper in their collections. An archivist will recount her experience with mass deacidifying an archival collection of papers, a process that neutralizes the acid in the paper. A conservator will describe paper splitting, a process that inserts an alkaline core between paper layers. A representative from the Library of Congress will talk about a new paper-splitting project that the Library is about to undertake. The three speakers will address not only the technology behind the processes, but also will assess its applicability to archival collections.

ty to archival collections.

Moderator:

Ken Harris, *Preservation Projects Director, Library of Congress*

Speakers:

Mark Roosa, *Director for Preservation, Library of Congress*, "The Paper Splitting Project at LC"
 J. Franklin Mowery, *Head of Conservation, Folger Shakespeare Library*, "Practical Experiences with Paper Splitting"
 Andrea Hinding, *Curator Emeritus, Kautz Family YMCA Archives, University of Minnesota*, "Adventures in Mass Deacidification at the University of Minnesota"

S12 The Slaughter: Fact or Fiction?

Against the backdrop of World War II, our tale is set in a steamy southern town with the unwelcome establishment of an Army training camp for African American troops. A sheriff of dubious repute, his deputy son, a misunderstanding, and military intrigue are part of the plot that leads to massacre and a cover-up. This is the stuff of great fiction, but is it fiction or fact? Lt. Col. Charles Gaul, Richard Boylan, and Dr. Walter Hill will discuss the historical environment and atmosphere, the records held at NARA, and the U.S. Army's conclusions about the controversy caused by the Carroll Case book, *The Slaughter: an American Atrocity*.

Moderator:

Jennie Guilbaud, *NARA*

Speakers:

Lt. Col. Charles Gaul, *U.S. Army*
 Richard Boylan, *NARA*
 Walter Hill, *NARA*

S13 Prioritizing for Archival Preservation

Archives large and small are often compelled to organize preservation of their collections into phases due to the variety of media comprising them, varying conditions of those media, limited funds, etc. Taking into account the vast array of archival media, this panel discussion will explore how an archivist can set a best foot forward on the path to overall preservation of collections. The panelists will focus on questions such as: What does preservation of collections encompass (i.e., what do we mean by preservation)? Are there specific steps or phases that one should follow to preserve col-

lections? Which collections should receive first attention? How does one schedule preservation of all collections for the long-term? Is there an established list of priorities for collections by media and condition that can help? How does staff and collection size impact such a prioritization? For certain materials, conservation may need to precede other preservation steps: What kinds of cases demonstrate this? Are there types of materials and conditions of those materials that should receive the earliest attention regardless of collections in which they are found? Are there then, conversely, types of materials and conditions of those materials that can wait for later attention? Are there low budget options for materials that need preservation treatment right away? Ample time will be provided to address questions from the audience.

Moderator:

Becky Ryder, *Preservation Librarian, University of Kentucky Libraries*

Speakers:

Doris A. Hamburg, *Director, Preservation Programs, NARA*

Dianne van der Reyden, *Senior Paper Conservator, Center for Materials Research and Education, Smithsonian Institution*

S14 Sources for Sports History in Baltimore (and Elsewhere)

The speakers represent institutions or organizations that are dedicated to the history of sports in Baltimore and the surrounding region. They will describe their institutions, the collections they hold, programs and services they offer, and the many sources for sports history they have discovered and used throughout the area.

Moderator:

James Edward Miller, *Historian, author of The Baseball Business: Pursuing Pennants and Profits in Baltimore*

Speakers:

Greg Schwalenberg, *Curator/Registrar, The Babe Ruth Museum, "Baltimore Box Scores: Baseball (and Football) History at the Babe Ruth Museum"*

Joshua W. Christian, *U.S. Lacrosse National Hall of Fame & Museum, "Baltimore and Beyond: Promoting the Growth of the Lacrosse Community"*

Bob Savitt, *Chairman, Bob David's Chapter of The Society for American Baseball Research, "The Society for American Baseball Research: Finding Baseball History in the Baltimore-Washington Region"*

S15 Talking It Over: Preserving the Archival Record through Oral Histories

Oral history draws upon and complements the archival record, but is sometimes misunderstood or misrepresented by those in the archives profession. This session will include two historians and a reporter who have used oral histories in their many projects, and a moderator active in Oral History in the Mid-Atlantic Region (OHMAR). Please join us for a discussion of how oral history has been utilized to further documentary projects, and how oral historians and archivists can forge partnerships to complement their endeavors.

Chair:

Sandra Stewart Holyoak, *OHMAR Board Member, Rutgers University*

Speakers:

Mame Warren, *The Johns Hopkins University*

Lynne Dakin Hastings, *Hampton National Historic Site*

Michael Olesker, *The Baltimore Sun*

SATURDAY, APRIL 20

9:45 am–11:15 am

S16 Born Digital or Morphed: Digital Preservation

As libraries, archives, museums, and historical organizations depend more and more upon computers and scanners to generate and store data in digital form, the risk of losing this data increases when equipment and technology change. Before undertaking digitization of collections or planning for preservation needs, it is important to be certain of goals and understand risks. Many problems can plague well-intentioned digital projects: equipment obsolescence, underestimation of adequate storage space, wear and tear of the collections during digitization, and migration of non-standard formats, among others. Based on a successful workshop offered to the Pennsylvania Historical and Museum Commission, this session will explore some of the critical questions that need to be addressed before an organization undertakes digitization and the associated problems of preserving digital data.

Moderator:

Jackie Esposito, *University Archivist, Penn State University*

Speakers:

L. Sue Kellerman, *Preservation Librarian, Penn State University*

Larry Wentzel, *Digital Preservation Coordinator, Penn State University*

S17 EAD and What Comes After

Encoded Archival Description has emerged as a major phenomenon in archival practice and literature. It promises to improve how we disseminate information about our collections to others, and it may be the most important advancement in archival description in decades. Daniel Pitti will discuss the current state of EAD and share his thoughts on what the future may hold for archival description. But EAD may not be the only way to go. Web-enabled databases may be an alternative to EAD, or may influence how EAD evolves. Speakers will be invited to discuss “the best of all possible worlds” in terms of describing collections and indexing finding aids. Join us for a look at the present and (perhaps) a peek into the future.

Chair:

Lucious Edwards, *Virginia State University*

Speakers:

Daniel Pitti, *Institute for Advanced Technology in the Humanities, University of Virginia*

Brian Harrington, *Special Collections and Archives, The Johns Hopkins University*

Mary Lacy, *Library of Congress*

S18 Preserving/Managing Audio-visual Collections: Issues and Suggestions

This session will provide an overview of the issues involved in the preservation and management of audio-visual collections. Chuck Howell from the Library of American Broadcasting (LAB) will provide a brief history of LAB, describe the difficulties in gaining intellectual control of and access to such a large disc-based collection, and discuss the system LAB devised to overcome those problems. He will show examples from their database and give details on the remastering and DAT recording processes. Lynanne Rollins will introduce archivists to the world of film archives including preservation, access, and administrative issues. She will offer basic information on the nature of film; discuss some of the specific issues relating to film preservation, such as vinegar syndrome; and address a few of the unique access issues, including the need for use copies and for specialized cataloging.

Moderator:

Tom Connors, *National Public Broadcasting Archives, University of Maryland*

Speakers:

Chuck Howell, *Library of American Broadcasting, University of Maryland*, “The Radio of American Broadcasting”

Lynanne Rollins, *Human Studies Film Archives, Smithsonian Institution*, “A Film Primer for Archivists”

SATURDAY, APRIL 20

11:30 am–1:00 pm

S19 Conserving Flags and Banners

Flags and banners present unique conservation challenges. These are not two, but three-dimensional objects, with no “right” side. Even holes and tears provide physical evidence of their story. Conservation is complicated by the fact that both sides must be seen, and that the object often includes painting, as well as different cloths, borders, and hangers. Previous conservation efforts often must be reversed. An expert panel will show slides demonstrating key factors that go into the conservation of flags and banners, including the Star Spangled Banner.

Moderator:

Nancy Pollak, *Conservator of Paintings and Painted Textiles, Art Care Associates*

Speakers:

Fonda Thomsen, *Conservator, Textile Preservation Associates, Inc.*

Suzanne Thomassen-Krauss, *Chief Conservator, Star Spangled Banner Project, Smithsonian Institution*

S20 Researcher Interest and Its Effect Regarding Access to Records

This session will address how researchers’ interests affect the way institutions provide access to records. Participants will share experiences with access issues in their institutions. Researchers’ efforts in gaining access to records will also be addressed. Kristen Wilhelm will discuss researchers’ demands and whether institutions respond to pressure to open records at a time either sooner or later than the records would normally be available. Gail Redmann of the Historical Society of



Washington, D.C., will describe issues related to the Society, a formerly closed institution that has been through many changes to its access policies. James Beidler will look at these issues from the view of the researcher. He will discuss the strategy of the Genealogical Society of Pennsylvania in trying to loosen records restrictions for Pennsylvania vital records. Cynthia Bendroth will bring all of these issues together and share her experiences with researcher access at the Pennsylvania Historical and Museum Commission.

Chair:

Cindy Bendroth, *Pennsylvania Historical and Museum Commission*

Speakers:

Kristen Wilhelm, *Center for Legislative Archives, NARA*
James Beidler, *Genealogical Society of Pennsylvania*
Gail Redmann, *Historical Society of Washington, D.C.*

S21 Possible Roles for Archivists in Knowledge Managing Organizations: a Knowledge Management Primer

Over the past five years, knowledge management (KM) has become a mainstay of the organizational life of many corporations. Knowledge management involves the identification and analysis of extant organizational knowledge assets and their related processes, and the subsequent planning and control of actions to develop both the assets and the processes to fulfill organizational objectives. How do corporate archivists respond to the KM movement? Do knowledge management programs overlap or compete with corporate archives programs? This session looks at KM and examines the relationship between knowledge managers and corporate archivists.

Chair/Commentator:

Aimee Felker, *International Monetary Fund*

Speakers:

Claude Walston, *College of Information Studies, University of Maryland*
Paul Lasewicz, *IBM*

MARAC wishes to extend heartfelt thanks to the following individuals and organizations for their generous support and contributions to this conference:

Maryland Historical Society

OCLC

Historic Towson, Inc.

Ben Primer

University Products

The Columbia Archives

Dean Krimmel

Communications by Design, Inc.



GETTING TO THE SHERATON BALTIMORE NORTH HOTEL

903 Dulaney Valley Road, Towson, MD 21204 410-321-7400

The Sheraton Baltimore North is located approximately 1/2 mile south of the Baltimore Beltway (I-695), on the left, immediately after Goucher College. BWI, the Baltimore\Washington International Airport, is approximately 25 miles from downtown Towson. Amtrak services Baltimore's Pennsylvania ("Penn") Station, a 20-minute drive from the Sheraton.

By Plane:

From BWI (Baltimore\Washington International Airport):

The Sheraton Baltimore North recommends Zephyr Sedan Services for transportation to and from the airport. The estimated cost is \$45.00 per trip, for one or two persons. For three or more the cost is \$15.00 per person. Zephyr can be contacted at 443-677-3724 or 410-661-6033. At least two days notice is recommended, though not required. SuperShuttle Transportation Systems also services BWI. The estimated cost is \$23.00 for the first person, \$8.00 per person for any additional riders. SuperShuttle can be contacted at 800-258-3826 and at <http://www.supershuttle.com/htm/cities/bwi.htm>. Other transportation options can be viewed at http://www.bwi.airport.com/ground_transportation/baltimore_county.html. The Baltimore Light Rail runs through Towson, but the stop is not convenient to the Sheraton.

By Train:

From Penn Station (1500 N. Charles Street, Baltimore):

Taxis are available outside the station; exit on the Charles Street side. The fare should be approximately \$25.00.

Driving Directions:

From the BWI (Baltimore\Washington International Airport):

I-95 North to I-95 North to I-695 (Baltimore Beltway) towards Towson. Take exit 27A (Dulaney Valley Road). Follow directions below.

From the North:

I-95 South to I-695 West (Baltimore Beltway) towards Towson. Take exit 27A (Dulaney Valley Road). Follow directions below.

From the South:

I-95 North to I-695 North (Baltimore Beltway) towards Towson. Take exit 27A (Dulaney Valley Road). Follow directions below.

From the West:

I-70 East to I-695 North (Baltimore Beltway) towards Towson. Take exit 27A (Dulaney Valley Road). Follow directions below.

From Exit 27A (Dulaney Valley Road):

Take the second left, Southerly Road, immediately after Goucher College. The Sheraton is on the right. Parking is in an above-ground deck. Parking is free.

Come visit the OCLC Digital & Preservation Resources Booth at MARAC

Create digital collections from your valuable resources

OCLC Digital & Preservation Resources now offers a new integrated solution to meet your individual needs. Through OCLC, you can deliver and ensure long-term access to your digitized and preserved materials.

Visit our booth to find out about OCLC's new tools for digitizing and accessing historic newspapers and for publishing documents on the web. Come learn how you can participate in the new OCLC Digital & Preservation Cooperative.

Explore our web site or contact us to learn more about digital access and how OCLC Digital & Preservation Resources can help you create, access and preserve your digital collections.

www.oclc.org/digitalpreservation/



6565 Fiantz Road, Dublin, OH 43017



76 HOSPITAL SKETCHES.

whereas the blood of two generations of abolitionists waxed hot in my veins, and, at the first opportunity, proclaimed itself, and asserted the right of free speech as dogmatically as the irrepressible Folsom himself.

Happening to catch up a funny little black baby, who was toddling about the nurses' kitchen, one day, when I went down to make a room for some of my men, a Virginia woman standing by elevated her most prominent feature, with a snuff of disapprobation, exclaiming:

"Gracious, Miss P.! how can you? I've been here six months, and never so much as touched the little toud with a poker."

"More shame for you, ma'am," responded Miss P.; and, with the natural perversity of a Yankee, followed up the blow by kissing "the toud," with ardor. His face was provident, tallow as clean and shiny as if his mamma had just polished it up with a corner of her apron, and a drop from the tea-kettle spout, like old Aunt Chloe. This rash act, and the anti-slavery lecture that followed, while one hand stirred greed for sick America, and the other hugged baby Africa, did not produce the cheering result which I fondly expected; for my comrade lanceforth

my protégé, mostly as up stairs to my room like a little black spi

I waited for New had ever known before felt rich in the act of of those about me, my room-mate by window, and Rapping in answer to the shoo



O C K E R & T R A P P

COMPLETE LIBRARY BINDING & CONSERVATION SERVICES

CUSTOM DESIGNED ENCLOSURES
GOLD STAMPING/EMBOSSING
REPORTS & MINUTES • LEGAL BRIEFS
CONSERVATION
RESTORATION
DEACIDIFICATION
ENCAPSULATION
PRESERVATION PHOTOCOPYING
SPECIAL HAND BINDING
DESKTOP PUBLISHED BOOKS
SHORT RUN EDITION BINDING



*We are dedicated to
craftsmanship and understand
the need for consistent quality
and efficient service*

17A PALISADE AVE • EMERSON, N.J. 07630-0314
TEL: 201-265-0262 OR 1-800-253-0262 • FAX: 201-265-0588
E-Mail: info@ockerandtrapp.com www.ockerandtrapp.com

PRESERVATION

MICROFILMING and SCANNING SERVICES



Alpha Systems
has the *Image*
you're looking for

- Newspapers
- Rare Books
- Manuscripts
- Serials
- Government Publications
- Historical Records
- Monographs
- Special Collections

Standards:

- Research Libraries Group
- Library of Congress
- ANSI
- National Archives and Records Services

*Conversion of 16mm and 35mm film to
Electronic Image*

CD ROM and other electronic media

Superior Product at Competitive Prices
At our site or your site nationwide
Preservation Microfilming since 1975

**For information and pricing call
800-732-9644**

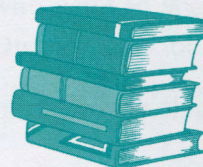
Why An Appraisal ?

JOHN A. WOODS APPRAISERS can help you to determine the value
of your Fine Arts and Machinery and Equipment for insurance, tax
or sale purposes.

Our appraisals are accepted throughout the industry.



JOHN A. WOODS
Appraisers



347 MAIN STREET
SOUTH WINDSOR, CONNECTICUT 06074
PHONE (860) 289-3927
FAX (860) 236-8401

30 ROLFE SQUARE
CRANSTON, RHODE ISLAND 02910
PHONE (401) 941-1100 • FAX (401) 785-1414
www.johnawoodsappraisers.com

Registration

MARAC SPRING 2002

Sheraton Baltimore North Hotel • 903 Dulaney Valley Road, Towson, MD 21204
April 18-20, 2002

Name (to appear on badge): _____

Institution: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

MARAC Member? ☐ Yes ☐ No New Member? ☐ Yes ☐ No Is this your first MARAC conference? ☐ Yes ☐ No

Please list any special assistance required _____

Contact Margaret Burri at 410-516-5492 or mburri@jhu.edu if you will need child care, or have any questions about this meeting.

REGISTRATION

Postmarked by March 29, 2002:	<input type="checkbox"/> MARAC	\$60.00	<input type="checkbox"/> Non-member	\$ 95.00*
Postmarked after March 29, 2002:	<input type="checkbox"/> MARAC	\$70.00	<input type="checkbox"/> Non-member	\$105.00*
After April 9, 2002 (On Site Registration):	<input type="checkbox"/> MARAC	\$80.00	<input type="checkbox"/> Non-member	\$115.00*

* the non-member fee entitles you to a year's membership in MARAC.

Please check one: ☐ YES, I would like to become a member of MARAC ☐ NO, I do not want to join MARAC at this time

WORKSHOPS *All are day-long workshops.*

<input type="checkbox"/> W1 Thursday	First Class Exhibits on a Fourth Class Budget	\$70.00
<input type="checkbox"/> W2 Thursday	Strategies for Managing Archives and Records on Web Sites	\$65.00
<input type="checkbox"/> W3 Thursday	Doing Oral History	\$60.00

Registration fee, if attending Workshops only: MARAC member @\$5.00; Non-member @\$10.00 \$ _____

TOURS *Please check the box for each tour you plan to attend.*

<input type="checkbox"/> T1 Thursday	Historic East Towson Walking Tour	\$10.00
<input type="checkbox"/> T2 Thursday	Baltimore Baseball Tour	\$ 5.00
<input type="checkbox"/> T3 Thursday	Hampton Mansion Tour	\$ 5.00
<input type="checkbox"/> T4 Friday	Goucher College Special Collections	FREE but registration required
<input type="checkbox"/> T5 Friday	Baltimore by Moonlight Bus Tour	\$ 5.00
<input type="checkbox"/> T6 Saturday	Goucher College Special Collections	FREE but registration required
<input type="checkbox"/> T7 Saturday	Mount Vernon Walking Tour	\$10.00

Please help us plan meeting arrangements by checking the activities you plan to attend:

<input type="checkbox"/> Friday	State Caucus Meeting and Continental Breakfast	FREE
<input type="checkbox"/> Friday	Luncheon – check entree choice:	
	<input type="checkbox"/> Chicken Cordon Bleu	\$22.00
	<input type="checkbox"/> Vegetarian Quiche	\$22.00
<input type="checkbox"/> Friday	Reception at the Maryland Historical Society	FREE
	Guest Ticket @ \$ 5.00	\$ _____
<input type="checkbox"/> Saturday	Morning Breakfast Buffet before Business Meeting	\$15.00

Please circle the Program Sessions you plan to attend:

S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S14 S15 S16 S17 S18 S19 S20 S21

PAYMENT INFORMATION

Total \$ _____

Make check payable to MARAC, and mail with this form to MARAC, 8233 Old Courthouse Road, Suite 210, Vienna, VA 22182. Please note, MARAC cannot take purchase orders or credit card charges.

Refunds for cancellations will be made up to two weeks before the conference begins.

Don't forget to bring this copy of the program to the meeting!

METAL EDGE, INC.

Archival Storage Products

Specialist in
Solutions for

Archival Storage

- For a complete line of boxes, binders, folders, envelopes, etc.
- For over 100 unique & proprietary storage products
- For extraordinary custom product capabilities

1-800-862-2228

ONLINE

www.metaledgeinc.com

THE QUALITY SOURCE

ACID FREE



SHERATON BALTIMORE NORTH HOTEL

MARAC SPRING 2002

Sheraton Baltimore North Hotel 903 Dulaney Valley Road, Towson, MD 21204

Phone 410-321-7400 or 800-433-7619 FAX 410-823-9042

<http://www.sheraton.com/baltimore>

You must make your reservations directly with In-House Reservations at the Sheraton Baltimore North. They can be reached at 410-321-7400 or 800-433-7619. When you call the hotel to make reservations, you must identify yourself as a MARAC member to receive the group rate. Reservations are held until 6:00 pm on the day of arrival unless accompanied by a deposit or company guarantee of payment.

RATES AVAILABLE: APRIL 17, 2002–APRIL 20, 2002

\$119.00 SINGLE (1 person)

\$119.00 DOUBLE (2 people)

\$134.00 TRIPLE (3 people)

\$149.00 QUAD (4 people)

Parking: Complimentary valet
or self parking

Check-in: 3 pm
Check-out: Noon

Cut off date for group rate: Monday, March 18, 2002, 5:00 pm

Reservations at the special group rate are subject to availability once the contracted room block has been filled. After the cut-off date, your special rate will no longer apply, and you will be charged the best available rate at that time. Please apply 13% sales tax to the above rates.

SPRING 2002 SESSION TRACKS

	PRESERVATION	ACCESS	MANAGEMENT	SPECIAL FOCUS	ACCESS & SPECIAL FOCUS
FRIDAY 10:45 AM 12:15 PM	S1 Permanence Revisited	S2 Follow the Digital Road	S3 Team Management in Archives	S4 Showing Your Stuff: Exhibits	S5 Electronic Reference
FRIDAY 2:00 PM 3:30 PM	S6 Promoting Preservation	S7 Archival Users, Making Waves	S8 ADRRES System	S9 Small Repositories	S10 Ins and Outs of Consulting
FRIDAY 3:45 PM 5:15 PM	S11 Mass Deacidification	S12 The Slaughter: Fact or Fiction	S13 Prioritizing for Preservation	S14 Sources for Sports History	S15 Talking it Over: Oral Histories
SATURDAY 9:45 AM 11:15 AM	S16 Born Digital	S17 EAD and What Comes After	S18 Preserving & Managing Audio Visuals		
SATURDAY 11:30 AM 1:00 PM	S19 Conserving Flags	S20 Researchers Interest	S21 Knowledge Management		



MARAC
8233 Old Courthouse Road
Suite 210
Vienna, VA 22182

NON PROFIT
US POSTAGE PAID
FAIRFAX, VA
PERMIT No. 6221

Ship To:

Lauren Brown
107 Kentucky Avenue, SE
Washington, DC 20003



8233 Old Courthouse Road
Suite 210
Vienna, VA 22182

COVER IMAGE: *The Maryland Cadets' Quick Step*. Composed and arranged for the Piano Forte by A.F. Knight. Military and patriotic figures surround Baltimore's Battle Monument, erected to commemorate the War of 1812. Courtesy The Lester S. Levy Sheet Music Collection, Special Collections and Archives, The Johns Hopkins University.